



**HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400**

ECCS

31 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USEUCOM Policy Memorandum 04-01(EPOC JOC Visitation and JCB Attendance)

1. Visit requests for FO level visitors are processed through the SJS. Visit requests for all other visitors to the JOC and/or the JCB are processed through the JOC Support Section for the EPOC Director's approval. Submit all requests using the **EPOC JOC / JCB VISIT REQUEST AUTHORIZATION** form. Please allow at least five working days for processing a request.
2. The EPOC is housed within a TS/SCI SCIF on the 2nd and 3rd floors of building 2358. The Joint Operations Center (JOC), room 200, serves as the focal point for all EUCOM operations. The Joint Control Board (JCB) constitutes the daily TS/SCI staff meeting for the EUCOM staff, all Service Components, SHAPE HQ, the USEUCOM Joint Analysis Center (JAC) and several other National and Service agencies.
3. An overview of JOC operations takes approximately 15 minutes. The least disruptive time windows are approximately 1300 to 1500 hrs or from 1100 to 1200 hrs on any given duty day. Specific times are subject to coordination with other EPOC scheduled activities.
4. Un-cleared or foreign visitors inherently restrict the operational information that is discussed in SCIF areas. Several agencies operate within the EPOC in addition to the EUCOM staff. These include the DIA, NSA, NRO and other agencies. The nature and scope of a visit will determine the access or limitations allowed within the EPOC. This approach to balancing operational needs against visitor requests is intended to ensure that TS/SCI data is properly protected and that no EUCOM operations are adversely impacted.
5. The nature and unpredictability of world events can cause a no-notice cancellation for any visit; therefore always make alternate arrangements.

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6. The primary point of contact for coordinating EPOC visits is the JOC Support Office at 430-8291/-8286/-4116. The alternate point of contact is the JOC XO on duty at 430-5067/5, and monitors the following email address: joc-xo@eucom.smil.mil.

FOR THE COMMANDER

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